



**GOLD COAST ARCHERY CLUB  
INCORPORATED  
CONSTITUTION  
2020**

**Version: 18.10.2020**

**Passed AGM: 20.12.2020**

**Approved fair Trading: 24.04.2021**

**Document Number: 3870926**

**IA 03191**

**ABN 66 870 419 280**

## **INTERPRETATION**

- 1) In these Rules-
  - a) **“ACT”**-means the Associations Incorporation Act 1981.
  - b) **“PRESENT”** –
    - I. At a management committee meeting.
    - II. At a general meeting.
  
  - c) **“CASUAL VACANCY”**-means a vacancy that happens when an elected member of the management committee resigns, dies, or otherwise stops holding office.
  
- 2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

### **1. NAME**

The Name of the club will be “Gold Coast Archery Club Incorporated”, hereinafter referred to as the Club.

The Club will always be a registered member of Archery Australia and Archery SQAS.

### **2. DEFINITIONS/INTERPRETATIONS**

In this constitution, unless the context or subject matter otherwise indicates or requires:

- a. “Club” means an Archery club affiliated with AA and SQAS
- b. “Committee” will mean the Committee of Management elected at the Annual General Meeting who are authorized to manage the day to day affairs of the club.
- c. “AA” will mean Archery Australia.
- d. “SQAS” will mean South Queensland Archery Society Inc. hereinafter referred to as the Society.
- e. “RGB” will mean Regional Governing Body

- f. "Annual General Meeting" will mean a meeting of the Club open to all financial members of the Club at which the office bearers and ordinary committee members are elected
- g. "General Meeting" will mean a meeting of the Club, open to all financial members of the Club.
- h. "Special General Meeting" will mean a general meeting of the Club other than the Annual General Meeting or, a General Meeting, which is held for the purpose of a special resolution.
- i. "the Act" means the Current Associations Incorporation Act,
- j. "Commissioner" means the Commissioner of the Office of Fair Trading,
- k. "The Regulation" means the Current Associations Incorporation Regulations,
- l. In these rules, a reference to a function includes a reference of power, authority, and duty
- m. The provisions of the Associations Incorporations Act apply to and in respect of this constitution in the same manner as those provisions would so apply if these rules were an instrument made under the Act.
- n. "Club" refers to the incorporated association governed by these rules.
- o. "Constitution" refers to the Rules, Amendments and Revisions.

### **3. OBJECTIVES**

The Club is formed to:

- a. Promote the sport of archery to members and the general public in line with Club and Archery Australia and SQAS Strategic Plan.
- b. Provide instruction and coaching to members and the general public to grow and promote the sport.
- c. Facilitate introduction program for new members.
- d. Disburse funds of the Club in pursuance with the objectives and matters incidental thereto.
- e. Offer other sporting and social facilities as may be deemed desirable.
- f. Abide by and promulgate the rules of Archery Australia and World Archery.

### **4. MEMBERSHIP**

#### **(A) QUALIFICATIONS**

A person is qualified to be a member of the Club if, but only if:

- a. The person is a natural person.
  - I. Who has applied for membership to the Club, Archery SQAS and Archery Australia: and
  - II. Who has been accepted for membership by Committee Member Of the Club.

## **(B) MEMBERSHIP**

- a. The club will be composed of Ordinary, Honorary, life, Associate and Non-Shooting members.
- b. The process of applying for membership is:
  - 1. The Applicant makes application for membership on the prescribed form online as set out in the Archery Australia Rules or Club Bi-Laws applicable to these rules.
  - 2. The Applicant pays the requisite dues and fees.
  - 3. All applications for membership will be reviewed by the Committee.
  - 4. The committee may, at its discretion, refuse an application for membership and if requested by the applicant, may provide written advice as to the reason behind such refusal in line with the Act.
  - 5. The appointed club official/s shall ensure the member's details are entered in the Archery Australia National Membership Database within 7 days.

## **5. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

A right, privilege, or obligation which a person has by reason of being a member of the Club:

- a. Is not capable of being transferred or transmitted to another person and terminates upon cessation of the person's membership.

## **6. REGISTER OF MEMBERS**

The Club will maintain a register of members using the Archery Australia Membership database and shall appoint Membership database Administrator/s.

## **7. MEMBERS**

### **1. Ordinary Members**

Are members who are entitled to the full privileges of membership and who are liable for payment of all Membership fees for the current year.

- a. Membership categories

Different age divisions as defined in the Archery Australia Constitution and Rules.

Club class members are members the takes place up to 13 years of age as defined in the Archery Australia Constitution and Rules.

Intermediate class members are members the takes place up to 15 years of age as defined in the Archery Australia Constitution and Rules.

Cadet class members are members the takes place up to 17 years of age as defined in the Archery Australia Constitution and Rules.

20 & under class members are members the takes place up to 20 years of age as defined in the Archery Australia Constitution and Rules.

Open members are members 20 years to 49 years of age as defined in the Archery Australia Constitution and Rules.

Master members are members 50 years to 59 years of age as defined in the Archery Australia Constitution and Rules.

Veteran members are members 60 years to 69 years of age as defined in the Archery Australia Constitution and Rules.

Veteran Plus members are members 70 years of age and older as defined in the Archery Australia Constitution and Rules.

## **2. Honorary Members**

- a. On the recommendation to the Committee or nomination by members, Honorary Members may be appointed at a Committee Meeting.
- b. Honorary members may be appointed for such periods as the Committee may deem expedient and they will be entitled to certain privileges of membership as determined by the Committee, except that they will not be entitled to vote at meetings or serve as officers on the Committee.
- c. Honorary members may be granted membership of the Club at no cost, but may will be liable for all affiliation fees due to SQAS and Archery Australia, if applicable.

## **3. Life Members**

- a. On recommendation of any Member, a member who has given exceptional service to the Club and/ or to the sport of Archery, may be elected as a Life Member at the Annual General Meeting and will be elected by a simple majority of the members present. They will henceforth have all subscription fees waived, but they will be required to pay the Applicable Affiliation fees to the RGB/ Archery Australia.

#### **4. Club Associate Members**

- a. Are current financial members of Archery Australia and are registered with another Archery Australia registered Club.
- b. They will have no voting rights, and they will not be eligible to hold any elected position of the Club.
- c. All associate members in the Club will have to pay fee, as set out by the committee.

#### **5. Associate Non-Shooting**

- a. Are members who volunteer at the Club or support the Club.
- b. They are not eligible to shoot, engage in instruction or coaching
- c. They will have no voting rights.

#### **6. RESIGNATION/TRANSFER OF MEMBERSHIP**

- a. A member of the Club will not be entitled to resign or transfer membership except in accordance with this rule.
- b. A member may at any time, by giving notice in writing to the Secretary of the Club, resign their membership, but will continue to be liable for any subscription and other monies due and unpaid at the date of such resignation and will not be entitled to a refund of club fees.
- c. A member may transfer their membership to another Archery Australia registered club by notifying the Secretary of the club in writing. The transferring member will then join the new club and request a Member Transfer using the Archery Australia Membership Database Membership Transfer System, which will then be approved by the club Secretary. The members are only transferring their Archery Australia registration from one club to another, they will forfeit any member's fees paid to the club.

- d. Where a member of the club ceases to be a member pursuant to Rule 7 (b) or (c) and in every other case where a member ceases to hold membership, the Membership Database Administrator shall cause an appropriate entry or transfer to be made in the register of members recording the date on which the member ceases to be a member and list any reasons.

## **7. CESSATION OF MEMBERSHIP**

A person ceases to be a member of the Club if the person:

- a. Dies.
- b. Resigns that membership, or
- c. Is expelled from the Club.

## **8. MEMBERS LIABILITIES**

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid Membership Fees by the member as required by Rule 13.

## **9. COMPLAINTS HANDLING**

The behaviour of a member toward another member or a member of the public may be formalized in the form of a formal complaint.

Following receipt of a formal written complaint, the Committee shall always investigate the complaint while attempting to reach agreed mutual outcomes acceptable to all parties.

Any complaint and subsequent investigation must be conducted strictly by the Archery Australia Member Protection Policy and follow natural justice.

## **10. INFRINGEMENT OF RULES AND PENALTIES**

- a. Each member will comply with the provisions of the constitution, rules, and bylaws of Archery Australia, SQAS and the Club Rules, Club Constitution or with any By-Laws made by the committee in accordance with the provisions of the Constitution.

- b. Any member failing to comply with the rule 10. (a) will be liable to penalty as provided for in this Constitution.
- c. The Committee will have the power to penalize any member who has been found to have infringed any rule or rules.
- d. Any member who may be considered to have infringed any rule or rules may be called upon to appear before the Committee to answer such charges as may be laid against them.
- e. Any member who, in the opinion of the Committee, may be considered to have been engaged in an unfair practice or misbehavior or any action detrimental to the interest of the Club, may be called to appear before the Committee to answer these charges.
- f. The member will be given appropriate opportunities to speak to and address any charges in person or in writing.
- g. If they are found guilty, any such member may be penalized by suspension, expulsion or otherwise as the Committee may consider appropriate.
- h. Any person so penalized will be notified in writing by the Club Secretary as to the appropriate action being taken within fourteen (14) days of such penalty being imposed and in the case of the penalty being expulsion of the member, then expulsion will only take place in accordance with Rule (9) of this Constitution.
- i. Any person who may be so penalized has the right of appeal against such penalty, but such appeal must be lodged with the secretary within seven (7) days of such notice being given.
- j. If any such notice of appeal should be lodged, a Special General Meeting will be held within twenty-eight (28) days of receipt of such notice, at which meeting the penalized person may explain the action leading to notice being given in support of such appeal.
- k. The members present will vote by secret ballot on the question of the appeal. A  $\frac{3}{4}$  of majority of such members are present and entitled to vote in favor of the appeal is required for the appeal to be upheld.

## **11. Visitors**

- a. Any person visiting from another club will report to a committee member of the Club, who will ensure that such visitor signs their name in the Attendance Book together with the name of their



club and their registration number if they are registered with another Archery Australia Club as an Archer.

- b. Any person intending to shoot, who is not a current financial Member of any Club affiliated with Archery Australia will be required to-
  1. Complete a Temporary Membership Player Application form.
  2. Be assessed by a Club Official Member or Instructor/Coach to be a suitably competent Archer.
  3. Pay the prescribed visitor attendance fee as determined by the Committee.

## **12. RECORD OF ATTENDANCE**

- a. A record of attendance will be kept in a book of durable design in which members or visitors will write their name, the day of attendance, their Archery Australia membership number and sign and the signature of the attending members competitors, visitors and beginners class students, together with registration number and name of club of archers.
- b. Such book will be kept at a convenient location on the Club premises.

## **13. MEMBERSHIP FEES**

- a. The Committee of the Club will set the Membership Fees Annually.
- b. The Annually membership fees will be due and payable on or before the anniversary of the date that they first became a member of the Club.
- c. Any member who is non-financial on the due date will remain a non- member until such time as payment of all dues and arrears are received by the Treasurer and processed into the Archery Australia Membership Database.
- d. No Member is permitted to shoot until the membership fees have been paid.
- e. A reduced of membership fee will be charged for minors under the age of 18 years of age.

- f. The committee may also charge reduced fees for families.

#### **14. COMPETITION FEES**

- a. Competition entrance fees will be set by the Committee.

#### **15. FINANCIAL YEAR**

The financial year will end on the 30<sup>th</sup> September each year, to which the day to day accounts of the Club will be balanced; any monies received or disbursed in the name of the Club, will be held by the Treasurer, banked in the Club account and noted on a separate balance sheet to be incorporated in the books on the first day of July of the new financial year.

#### **16. COMMITTEE-POWER OF, ETC.**

The Committee will be called the Committee of Management of the Club and subject to the Act., the Regulations and these rules and to any resolution passed by the Club in a General Meeting:

- a. Will control and manage the affairs of the Club.
- b. May exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by a General Meeting of members of the Club.
- c. Has the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.
- d. Each member of the Committee will, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the Committee Member's election, and be eligible for re-election.
- e. Notwithstanding the provisions of Clauses, (a), (b), (c) and (d), the Committee will comply with the directions of the members of the Club in a General Meeting.

- f. The Committee will consist of three (3) office bearers President, Secretary, Treasurer plus any ordinary committee member.
- g. No one person will hold more than one of the Office Bearers positions of the Committee, those being the President, Secretary or treasurer.

## **17. QUORUM**

- a. A quorum will consist of 25% of members or 10 members, whichever is the lower, including at least two (2) Office Bearers.
- b. The Chairperson will have a direct and second or casting vote in cases where voting is equal.

## **18. DUTIES OF OFFICE BEARERS**

### **PRESIDENT**

- a. There will be one (1) President.
- b. The President is the Senior Office Bearer of the Club and as such is responsible for the tone, style, and wellbeing of the Club.
- c. The President must accept the responsibilities of leadership and ensure that the Club operates efficiently.
- d. The President will normally preside at all General Meetings of the Club.
- e. The President will be a member, Ex-officio, of all Sub Committees and Special Committees.
- f. The President will, at the Annual Meeting, provide a Presidents Report to the Membership.

### **VICE-PRESIDENT**

- a. There will be one (1) Vice-President.
- b. The Vice-President will accept the full responsibilities and duties of the President in the absence of the President.

### **SECRETARY**

- a. There will be one (1) Secretary.
- b. The Secretary will keep record of the proceedings of the meeting of the Committee, Special General Meetings, and all Sub Committee Meetings.
- c. The Secretary will keep a record of and conduct all correspondence with the Club.
- d. The Secretary will be a member, ex-officio, of all Sub Committee and Special Committees.
- e. The Committee will appoint a member of the Club to act as Secretary in his or her absence.
- f. Such appointment is made in writing by the applicant and acknowledged in writing by the committee.
- g. The Secretary will give notice to all members of all General Meetings, Special General Meetings and give notice to all members of the Committee of all Committee meetings.

#### **TREASURER**

- a. There will be one (1) Treasurer.
- b. The Treasurer will be responsible for all the financial matters of the Club under the auspices of the Committee.
- c. The Treasurer will be responsible for the disbursement and receiving of all monies due to or payable by the Club.
- d. The Treasurer will, within fourteen (14) days of collecting, pay all monies into a bank account approved by the Committee.
- e. The Treasurer will record in books of account, the receipt and expenditure of all monies connected with the Club.
- f. The Treasurer will, at the Annual General Meeting deliver to the Chairperson a Balance Sheet and Profit and Loss Account covering the financial year immediately preceding the Annual General Meeting.

#### **DUTIES OF ANY COMMITTEE MEMBERS**

#### **MEMBERSHIP OFFICER**

- a. There will be one (1) Membership Officer.

- b. The Membership Officer will ensure that a register of members is maintained using the Archery Australia Membership Database, containing the names of all financial members complete with addresses, telephone numbers and registration numbers.
- c. Member's details must be kept confidential, following the Archery Australia Privacy procedure.
- d. Such a register may be available to the members of the Committee.
- e. The Membership Officer will, at the Annual General Meeting arrange for the Chairperson to be provided with an up-to-date list of members.
- f. Any Club member may be appointed to the role of Membership Officer, but for expediency, the Secretary should be the Membership Officer.

#### **CLUB RECORDER**

- a. There will be one (1) Recorder.
- b. The Recorder shall ensure the scores of Club members at Club and external competitions are recorded in an Archery Diary.
- c. The Recorder will receive, and process, all claims for records submitted by Club members.
- d. The Recorder will apply for and obtain any such awards, class badges, perfect badges and others as are deemed necessary.
- e. The Recorder will, at the Annual General Meeting, supply a report of all up-to-date ratings records obtained over the past calendar year.

#### **ORDINARY COMMITTEE MEMBERS**

- a. The Ordinary Committee Members will assist in the management of the affairs of the Club.

#### **19. MEETING OF THE COMMITTEE**

- a. The Committee will meet at least once every month at such time and place as the Committee may determine.
- b. Additional meetings of the Committee may be convened by the President or by any Bearers of the Committee.
- c. Oral or written notice of a meeting of the Committee will be given by the Secretary to each member of the Committee at least 24 hours (or such other period as maybe unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
- d. A notice of meeting given under Rule 19 (c) will specify the general nature of the business to be transacted at the meeting.
- e. No business will be transacted by the Committee unless a quorum is present and if within half an hour of the appointed time for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- f. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, only those matters specified in the notice of meeting will be discussed.
- g. At a meeting of the Committee.
  - I. The President, or in the President's absence, the Vice-President will preside; or
  - II. If the President and the Vice-President are absent or unwilling to act, one of the remaining members of the Committee as may be chosen by the members present at the meeting, will preside.

## **20. VOTING AND DECISIONS BY THE COMMITTEE**

- a. Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee will be determined by a majority of the vote of members of the Committee or sub-committee present at the meeting.
- b. Each member at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one (1) vote but, in the event of an equality of votes on a question, the person presiding may exercise a second or casting vote.

- c. Any act or thing done or suffered, or purporting to have been done or suffered by the Committee or by a sub-committee, is valid and effectual, notwithstanding any defect that may afterwards be discovered in the appointment or qualification of the Committee or sub-committee.

## **21. CASUAL VACANCIES**

- a. For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if the member.
  - I. Dies,
  - II. Ceases to be member of the Club.
  - III. Becomes an insolvent under administration within the meaning of the Companies (Queensland) code.
  - IV. Resigns office by notice in writing to the Secretary.
  - V. Is removed from office under Rule 21.
  - VI. Becomes of unsound mind or a person whose estate is liable to be dealt with in anyway under the law relating to mental health; or
  - VII. Is absent without the consent of the Committee from all meetings of the Committee held during a period of six (6) months.
- b. Any vacancy occurring in the Committee will be filled by the Committee and the appointee will hold office until the next Annual General Meeting.
- c. The Committee may not appoint any member who was nominated for the respective position as a 'Sole nominee' but failed to gain election to that position at the Previous Annual General Meeting.

## **22. SUB-COMMITTEES**

- a. The Committee may from time to time appoint sub-committees as it may deem necessary or expedient and may depute or refer to them such of the powers of the Committee as the Committee

may determine and will be appointed for a specific task and specific duration.

- b. Each sub-committee will periodically report its proceedings to the Committee and will conduct its business in accordance with the directions of the Committee.

### **23. ELECTIONS OF COMMITTEE MEMBERS**

- a. The election of officers will be held at the Annual General Meeting.
- b. All elections will be by simple majority and secret ballot.
- c. All nominations to be received fourteen (14) days prior to the Annual General Meeting and be submitted on the appropriate form.
- d. If there are no written nominations received or nominations are withdrawn at the Annual General Meeting, nominations may be accepted from the floor.
- e. Where there is only one nomination for a position of office, that nomination of the bearer unless there are objections from the meeting the person will be elected.
- f. Where there are more than two nominations for a position.
  - I. A ballot will be conducted to eliminate a nominee/ nominee until only two nominees remain then,
  - II. A ballot will be held to determine the successful applicant who will attain a majority vote to be elected to the position.

### **24. REMOVAL OF A COMMITTEE MEMBER**

- a. The Committee may at any meeting by resolution, remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office pursuant to Rule 21 (b).
- b. Where a member of the Committee to whom a proposed resolution referred to in Rule 24 (a) makes representation in writing to the Secretary or President ( not exceeding a reasonable length of time) and requests that the representations be notified



to all members of the Club, the Secretary or President may send a copy of the representations to each members of the Club or, if they are not sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **25. BY-LAWS**

- a. The Committee is empowered to make By-laws that are not inconsistent with the constitution.
- b. The Committee may repeal and amend such by-laws as they may from time to time consider necessary for the wellbeing of the Club, those by-laws, repeals and amendments will have effect until otherwise determined by the Committee or General Meeting.

## **26. COMMON SEAL**

- a. The common seal of the Club will be kept in the custody of the Secretary.
- b. The common seal will not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal will be attested to by the signature of one (1) member of the committee or of the Secretary.

## **27. FUNDS-SOURCE**

- a. The funds of the Club will be derived from those sources per rules 13 and 17 and any other source as provided by this Constitution.
- b. All monies received by the Club will be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- c. The Club will, as soon as practicable after receiving any money, issue an appropriate receipt.

## **28. FUNDS MANAGEMENT**

- a. Subject to any special resolution passed by the Club at a General Meeting, the funds of the Club as stated in Rule 3 (a) to (e) inclusive in such manner as the Committee determines.
- b. All cheques, electronic transfers, drafts, bills of exchange, promissory notes and other negotiable instruments will be signed by two (2) members of the Committee authorized to do so by the committee.

#### **29. CUSTODY OF BOOKS, ETC.**

- a. The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

#### **30. INSPECTION OF BOOKS, ETC.**

- a. The records, books and other documents of the Club as determined by the Act will be open for inspection, free of charge, by any current financial member of the Club at any reasonable time.

#### **31. NOTICES TO MEMBERS**

- a. For the purpose of these rules, a notice may be served by or on behalf of the Club upon a member either personally or by sending it by post or by electronic medium to the member at the member's address as shown in the register of members.
- b. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, or by electronic means the document will be deemed for the purpose of these rules to have been served on the person on the fourth (4) clear day following the date of posting or Emailing.

- c. Except where the nature of the business requires a special resolution of the Club, a notice to members will be served as set down by the various Clauses in these rules.
- d. Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Club, the Secretary will, at least twenty-one (21) days before the date fixed for the holding of the General Meeting, cause notice to be sent to each member in the manner provided in Clauses (a), (b) and (c), the intention being to propose the resolution as a special resolution.

### **32. ALCOHOL AND ILLEGAL DRUGS**

- a. No person will consume or administer illegal drugs at the Club or the field.
- b. No person will be admitted entrance to the Club whilst apparently under the influence of intoxicating beverages or illegal drugs
- c. Any person found under the influence of intoxicating beverages or illegal drugs at the Club will be ordered to leave forthwith and if such person is a member of the Club, they may be liable to penalties.
- d. If such person is a member of another Club, they will be reported in writing to their Club.
- e. If a competition is in progress, the offender will be disqualified from that competition.
- f. No person having consumed liquor or partaken in illegal drugs, may return to the shooting line.
- g. No person will be in any way involved in doping, as defined in the Archery Australia Anti-Doping Policy. All members agree to consent to drugs testing and to be subject to the penalties if found guilty of being involved in Anti-Doping in anyway.

### **33. INSURANCE**

- a. The Club will provide Archery Australia with whatever details are required to ensure insurance is maintained pursuant to Division 3 General provisions, part 7 Management Committee, Section (70), (70a) of the Act.

- b. In addition to the insurance provided by Archery Australia required, the Club may affect and maintain other insurance.

### **34. ANNUAL GENERAL MEETING**

- a. The Club will, have an AGM at least once in each year.
- b. Within six (6) months after the end of the end date of the association's reportable financial year.
- c. The Annual General Meeting will, subject to the Act and to Clause (a), be held before the end of the calendar year.
- d. All members will be given twenty-one (21) days written notice of the Annual General Meeting and such notice will be given in accordance with Rule 31 (a) and (b).
- e. The President or in the President's absence, the Vice-President, will preside as Chairperson.
- f. If the President and Vice-President are absent from the meeting on unwilling to act, the members present will elect one of the members to preside as Chairperson at the meeting.
- g. Twenty-five (25) % of members or ten (10) members, whichever is the lower will constitute a quorum.
- h. No business will be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and the same hour of the same day in the following week.
- i. If at the appointed time meeting a quorum is not present within half an hour of the appointed time for the meeting, the meeting will be dissolved.
- j. If the Annual General Meeting has not been called or held by the end of December of any year, twenty-five (25) % of members or ten (10) members, whichever is the lower may convene and conduct an Annual General Meeting.
- k. Any member wishing to move any resolution at the Annual General Meeting will give notice thereof in writing to the secretary not less than fourteen (14) days before the date of such meeting.
- l. The Agenda for the Annual General Meeting will be:
  - 1. The opening of the meeting.
  - 2. Apologies.

3. Minutes of the previous AGM.
4. President's Report.
5. Treasurer's report.
6. Acceptance of Financial Report.
7. Secretary's Report.
8. Other members Reports.
9. Election of new officers.
10. General Business of an Annual Nature.

### **35. GENERAL MEETING**

- a. The Committee may at any time for any special purpose call a General Meeting of the Club.
- b. Twenty-one (21) days' notice will be given in writing of such meeting to all members and such notice will be given in accordance with Clauses 31 (a) and (b).
- c. Twenty-five (25) % of members or ten (10) members, whichever is the lower, may serve a requisition on the Secretary to convene a General Meeting.
- d. All such requisitions will be signed by each of the requisitioning members.
- e. The requisition will state the purpose for which the meeting is required.
- f. If the meeting has not been convened within twenty-one (21) days from the service of the requisition on the Secretary, the requisitioning members may convene the meeting on behalf of the Club.
- g. No business other than that specified in the notice convening a General Meeting will be transacted at the meeting.
- h. The President or in the President's absence the Vice-President will preside as Chairperson at the meeting.
- i. Twenty-five (25) % of members or ten (10) members, whichever is the lower will constitute a quorum.
- j. No business will be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting will stand adjourned to the same place and at the same time appointed of the same day in the following week.

- k. If at the adjourned meeting a quorum is not present within half hour of the time appointed for the meeting, the meeting will be dissolved.

### **36. ADJOURNMENT OF GENERAL MEETINGS**

- a. The Chairperson of a General Meeting at which a quorum is not present may, with the consent of the majority of the members present at the meeting, adjourn the meeting from time to time and place to place, but no business left unfinished at the meeting at which the adjournment took place.
- b. Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary will give written or oral notice of the adjourned meeting to each member of the Club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- c. Except as provided in Clause (a) and (b), notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.
- d. Immediately in the case of a poll which related to the election of the Chairperson of the meeting or to the question of an adjournment; or
- e. In any other case, in such manner and at such time before the close of the meeting as the Chairperson directs; and
- f. The resolution of the poll on the matter will be deemed to be the resolution of the meeting on that matter.

### **37. INDEMNITY**

- a. Every member of the Committee and any other officer or servant of the Club will be indemnified by the Club and it will be the duty of the Committee out of the funds of the Club to pay all costs, losses and expenses which any such member of the Committee or other officer or servant may incur or become liable to pay for by reason of any contract entered into or act or thing done by him/her as a member of the Committee or other officer or servant in the course of the business of the Club, except such (if any) as will happen through his/her own willful neglect or default

- b. A member of the Committee or other officer or servant of the Club will not be liable for the acts, receipts, neglects or defaults of any other member of the Committee or officer, or for joining in any receipt or other act of conformity, or for any loss or deficiency of title to any property acquired by order of the Committee for or on behalf of the Club, or for the insufficiency or deficiency any security in or upon which any of the monies of the club will be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any monies, securities or effects shall be deposited, or for any loss occasioned by any error in judgment or oversight on his/her part, or for other loss, damage or misfortune whatever, which may happen in the execution of the duties of his/her office, or in relation thereto, unless the same happen through his/her own willful neglect or default.

### **38. SURPLUS PROPERTY**

If the Club is wound up or if incorporation is cancelled, then any surplus property can be dealt with simply by special resolution of the Club and in accordance with Division 3 General provisions, 3 Special resolutions, Section (1), (2), (3) and (4) of the Act.

### **39. SPECIAL RESOLUTION**

A resolution of the Club is a special resolution if:

- a. It is passed by majority which comprises not less than a  $\frac{3}{4}$  of such members are present and entitled to vote of the Club as, being entitled to do so under these rules, vote in person or by proxy at a General Meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- b. Where it is made to appear to the Commissioner that it is not possible for the resolution to be passed in the manner specified in Clause (a) the resolution is passed in a manner specified by the Commissioner.

#### **40. VOTING**

- a. Upon any question arising at a General Meeting of the Club a member has one vote only.
- b. All votes will be given personally or proxy, but no member may hold more than one (1) proxies.
- c. In case of an equality of votes on a question at a General Meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- d. A member or proxy is not entitled to vote at any General Meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid.
- e. Members who have reached the age of fifteen (15) years will have the right to vote but will not be eligible to hold an elected position of officer of the Club until they reach the age of eighteen (18) years.

#### **41. APPOINTMENT OF PROXIES**

- a. Each member will be entitled to appoint another member as proxy by giving notice to the Secretary no later than 30 minutes before the time of the meeting in respect of which the proxy is appointed.
- b. The notice appointing the proxy will be in the approved form available to all members.





## Gold Coast Archery Club Inc.

### PROXY

To be forwarded and received by the Secretary one week before the AGM

MEMBER NAME.....

AA NUMBER.....

Being a current Financial Member of the Club,

APPOINT.....

Or, failing that Appointee, the Chairman of the Meeting\*  
(strike out if not applicable)

TO VOTE ON MY BEHALF:

In accordance with the following:

.....  
.....  
.....  
.....  
.....  
.....

Or, as they see fit:

MEMBER SIGNATURE.....DATED.....

#### **42. VARIATION OF THIS CONSTITUTION-RULES AND OBJECTS**

This Constitution, rules, and objects, may be added to, repealed, or amended only by a special resolution of the Club.

#### **43. DISSOLUTION**

If at any General Meeting a resolution for the winding up of the Club is passed by a simple majority of the members present, a Special General Meeting will be called in accordance with Rule 39 to vote on the special resolution and if the special resolution is confirmed, the Club will be wound up, in accordance with Division 3 General provisions, 3 Special resolutions, Section (1), (2), (3) and (4) of the Act.

#### **44. DISPUTE RESOLUTION**

If a member has a dispute with another member, the club, a member of another Club, the RGB or Archery Australia, the procedure detailed in the Archery Australia Member Protection Policy will be followed.

